**Employee Referral Program Guidelines**

**Prepared by:** Maria Sophocli, Talent Acquisition Lead

**Date:** 26 October 2023

**Version:** 03

1. **INTRODUCTION**

Through our Employee Referral program, our employees can play an important role in identifying individuals who have the personal characteristics and technical knowledge required to make a meaningful and mutually rewarding contribution to our organisation.

The purpose of this document is to provide information and guidance of process and obligations around our employee referral program.

1. **SCOPE**

This procedure applies to all employees and associates of GMHBA Limited (“the Company”).

For the purpose of this document “Employees” means employees and associates.

1. **SUPPORTING RESOURCES**

[Employee Referral Nomination Form](https://gmhba.applynow.net.au/jobs/GMHBA595) (online)

Recruitment Policy

Recruiting Guide for Managers

Recruitment Privacy Statement

1. **ELIGIBILITY** 
   1. To be eligible to participate in the Employee Referral program, the referring employee/associate must be on active payroll at the time of both the referral nomination and up to the time when the referral bonus is due to be paid
   2. The referring employee will be ineligible to receive a referral award if they are:
2. A member of the Executive Team;
3. Participating in the recruitment and selection process, including managers with hiring authority over the referred candidates;
4. The referred candidate falls into one of the following categories:

* The candidate was identified through routine business correspondence prior to the submission of an online Employee Referral Award Nomination form. Examples include candidates who have previously applied for an advertised role with GMHBA.
* The candidate is a current permanent, fixed-term, contractor, casual or temporary employee. This does not include Associates working in our Health Services businesses.
* The candidate does not have valid permanent Australian residency status or Australian citizenship;
* The candidate was a previous employee/associate of GMHBA;
* The candidate has represented himself or herself via a recruitment agency.
* Another GMHBA employee/associate has already represented the candidate;
* The candidate currently is or previously has been a work experience student or intern at GMHBA; or
* The candidate has applied for a temporary, casual, or fixed-term contract of less than 9 months in duration.
  1. In the event of a dispute, the Head of People & Culture Operations will determine if a referral qualifies for an award.
  2. To participate in the Employee Referral program is to refer a candidate for a vacant advertised position. This excludes when referring a candidate to General Practitioner or Dentist position.
  3. An online nomination form must be completed for a referral nomination to be valid.
  4. Nominations submitted from 1 July 2022 will fall under the guidelines within this document; version 02. Nominations submitted prior to this date will fall under the previous guidelines; version 01.

1. **PROCESS AND GUIDELINES**

Referral of a candidate must be in accordance with the following process:

* 1. The referring employee must complete an [online nomination form](https://gmhba.applynow.net.au/jobs/GMHBA595). A CV of your referral must be included with your nomination. Nomination forms must be completed fully and correctly, those that are not will be declined and the referring employee notified.
  2. The referring employee/associate must have the permission of the candidate to submit their details and agree to have their name used when the recruitment team contacts the candidate.
  3. The nomination date to a position cannot be earlier than the date the job position is advertised to external candidates. The hiring of a referred employee must occur within six months of the initial referral date. This does not apply where your nomination is to a position for a General Practitioner or Dentist.
  4. All candidates will be evaluated for employment consistent with GMHBA recruitment policies and procedures. Only candidates who meet the qualifications, skills and experience of the position will be considered.
  5. All information regarding the hiring decision will remain strictly confidential.
  6. If duplicate referrals occur, the first referral received based on the date of submission of the nomination, will be eligible for the referral bonus
  7. Employees/Associates who refer a person to a position who is subsequently offered a position with the Company will be eligible to receive their referral bonus.
  8. If the recruitment process has identified that candidate as suitable for an alternate position to the one referred to, the referring employee will be eligible for 75% of the eligible referral bonus.
  9. Referral bonuses will be payable in accordance with the following guidelines:

1. **THE REFERRAL BONUS**

The referral bonus amount will depend on the classification of the position under three tier levels. This is reflective of the degree of difficulty of hiring clinicians based on national skills shortages.

* 1. All eligible referrals will receive a referral bonus of $150. This is known as a Tier 1 eligible referral.
  2. An add on referral bonus will be payable to eligible clinical positions, as follows.

1. $350 will be payable to eligible referrals to clinical positions of a Physiotherapist, Occupational Therapist/Occupational Health Therapist, Optometrist, Qualified Optical Dispenser, Oral Hygienist/ Oral Health Therapist, Qualified Dental Assistants and Nurses. This is known as a Tier 2 eligible referral nomination.
2. $2350 will be payable to eligible referrals to General Practitioner or Dentist positions. This is known as a Tier 3 eligible referral nomination.

*Example: Sally has nominated Frank to a Physiotherapist position and Frank has been successful in his application. Sally’s expected referral bonus will be a total of $500 ($150 + an add on bonus of $350 as it is a position classified as Tier 2).*

* 1. Referral bonuses will be paid to the employee/associate as a Prezzee Voucher to the eligible amount.
  2. Eligible referral bonuses will be paid to the referring employee/associate at the time when the referral commences employment
  3. At the end of each quarter, we will hold a drawing for a valuable prize. For every qualified referral you make during the quarter, your name will be entered in the drawing.

1. **VARIANCE TO THIS PROCEDURE**

Some variance in the policy may occur due to the particular requirements of the business. People & Culture must approve such variance.

1. **WHO DO I SPEAK TO IF I HAVE QUESTIONS ABOUT THIS PROCEDURE?**

Talent Acquisition Consultant

Head of People & Culture Operations

1. **VERSION CONTROL**

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| **Version** | **Approved By** | **Date** | **Review Date** |
| 03 | Leah Jenkinson – Manager, Business Partnering, People & Culture | 26 October 2023 | 26 October 2024 |
|  |  |  |  |
| 02 | Leah Jenkinson – Manager, Business Partnering, People & Culture | 01 July 2022 | 01 July 2024 |
| 01 | Leah Jenkinson – Manager, Business Partnering, People & Culture | September 2021 | September 2023 |